

Department of Commerce Intra-governmental Transaction Summary Reports

I. Purpose

This attachment provides guidance and instructions on the reporting of intra-governmental activity. All reporting entities are required to identify and report intra-governmental activity to the Office of Financial Policy and Assistance (OFPA). Commerce bureaus will prepare intra-governmental Transaction Summary Reports (TSRs), which will summarize transaction totals and balances the bureau has with each Federal Department. Additionally, bureaus will reconcile this data to its FACTS I submission. This information will be used by OFPA to verify bureaus' FACTS I submissions and to support the balances for intra-governmental line items on Commerce's consolidated financial statements.

II. Background

Intra-governmental transactions and balances are those with Federal Departments or entities, including Commerce, and must be identified and reported by Commerce bureaus to properly report intra-governmental transactions and balances in their financial statements and FACTS I submissions.

Additionally, the Government Management Reform Act (GMRA) requires that Treasury prepare consolidated financial statements (CFS) for the U.S. government. CFS present the results of operations and the financial position of an entity and its component units as if the group was a single enterprise. The rationale behind preparing CFS for the U.S. government is that it disregards the distinction between separate Federal entities, thus preventing the overstatement of revenues, expenses, assets, and liabilities by virtue of Federal entities doing business with each other. Accordingly, intra-governmental transactions and balances are eliminated to properly report the financial position and results of operations of the U.S. government. Treasury uses Commerce's FACTS I submissions to prepare the CFS for the U.S. government.

Treasury's Intragovernmental Eliminations Task Force is currently developing requirements for Federal entities' reconciliation of intra-governmental transactions and balances. When these requirements are implemented, OFPA will amend its guidance as necessary. In addition, the Task Force will formulate guidance for government-wide transactions (i.e. workers compensation).

III. Preparation Process

1. *Identify SGL Accounts for Elimination*

- All proprietary Standard General Ledger (SGL) accounts that contain intra-governmental transactions and balances must be included in the TSRs. **Exhibit 1** lists the proprietary SGL accounts most commonly used for recording intra-governmental transactions and balances. This listing may not be all-inclusive; as such, bureaus must also include any other SGL accounts that have intra-governmental transactions or balances.

2. *Identify Intra-governmental Transactions and Balances*

- For each applicable SGL account, all intra-governmental transactions and balances must be summarized, and the totals for each Federal Department reported on the TSRs. **The transaction and balance totals shown on the TSRs must agree with the total of the intra-governmental transactions and balances included in the bureau's general ledger**, hence, the general ledger should be the source for all intra-governmental transactions and balances.

- **Totals with the Department of Commerce (Department Code 13) should represent the aggregate of your totals a) with other Commerce bureaus (as reported on your intra-Commerce Transaction Detail Reports); and, b) within your bureau (as reported on your intra-bureau Transaction Summary Reports). Intra-bureau totals are included because they are included in your general ledger and FACTS I submission.**
- If a bureau identifies an intra-governmental transaction or balance that is not included in its general ledger, the transaction or balance should not be included in the TSR total unless it is first added to its general ledger. Similarly, an adjustment to a total on the TSR should not be made before the adjustment is recorded in the general ledger.

3. *Record Intra-governmental Transactions and Balances*

- Each bureau should ensure that intra-governmental transactions and balances recorded in its financial systems can be identified as such. Furthermore, the Federal entity that the transaction or balance is with should also be identifiable in the financial systems. Bureaus should capture in their financial systems all the data required to be summarized in its TSRs, as outlined in section **6. *Reporting Format***.
- To facilitate future reconciliation requirements for non-Commerce intra-governmental transactions, whenever possible, bureaus should record document/reference numbers in their financial systems that are common to the partner Federal entity. For example, when recording an On-line Payment and Collection (OPAC) intra-governmental transaction, the OPAC bill number should be referenced. For non-OPAC transactions, a common reference number should be included.
- Each bureau should confirm the actual services received or rendered as of September 30, 1999, and confirm that the SGL classification of intra-governmental transactions and balances are based upon actual work performed (accrual basis) as of September 30, 1999, rather than scheduled work (i.e. per the reimbursable agreement).

4. *Report Intra-governmental Transaction and Balance Totals*

- There will be **no** reporting thresholds for FY 1999. Unless otherwise directed, each bureau shall summarize 100% of its intra-governmental transactions and balances.
- There will be no separate first quarter reporting requirement for FY 1999.
- For the second quarter and the third quarter, each bureau is to prepare a cumulative TSR. For each SGL account and for each partner Federal entity within each SGL account, the total of the transactions will be reported for the following categories: revenues, expenses, financing sources, gains, and losses. Part I of the TSR Review Checklist (**Exhibit 4**) must be completed and submitted to OFPA along with each of the TSRs.
- For the fourth quarter, in addition to cumulative intra-governmental revenues, expenses, gains, losses, and financing sources, each bureau shall also report, for each partner Federal entity, balances for each asset and liability SGL account. Part II of the TSR Review Checklist (**Exhibit 5**) must be completed and submitted to OFPA along with the TSR.

- Each bureau, following its FACTS I submission **and** the year-end audit of its financial statements, will submit a cumulative Final FY 1999 TSR. This will be a final FY 1999 summary of intra-governmental transaction totals and balances for assets, liabilities, revenues, expenses, gains, losses, and financing sources, and must include any audit adjustments. On this TSR, **bureaus are required to reconcile their TSR transaction totals and balances, for each SGL account and for each partner Federal entity within each SGL account, to the FACTS I submission. As the TSRs summarize its intra-governmental transaction totals and balances, the FACTS I submission should agree to the TSRs. Please provide an explanation for any significant differences.** Part III of the TSR Review Checklist (**Exhibit 6**) must be completed and submitted to OFPA along with the final FY 1999 TSR.

NOTE: If audit adjustments are late and/or the FACTS I has not yet been submitted, the report should still be submitted, with a notation as to what information is pending, and that the report will be forwarded when information is complete.

5. *Reconcile Intra-governmental Transactions and Balances with Partner Bureaus*

- Transactions and balances **with Commerce bureaus** (intra-Commerce transactions) must be reconciled with partner bureaus; OFPA's guidance is set forth in Guidance Attachment B.
- For transactions and balances with non-Commerce Federal entities, at this time, OFPA is not requiring reconciliation with your partner entity. (As previously discussed in **II. Background**, Treasury is currently developing reconciliation requirements).

6. *Reporting Format*

- TSRs must follow the standard sample format presented in **Exhibit 2 (second, third, or fourth quarter TSR) or Exhibit 3 (Final FY 1999 TSR)**.
- The TSRs shall be organized by SGL account number, from lowest to highest. Within each SGL account, please present partner Federal entities in order of Treasury's Federal Department Code (**Exhibit 7**), from lowest to highest. Only valid Federal Department Codes should be presented on the TSRs.
- For each Federal entity total reported on the TSR, the following data elements are required:
 - S SGL account number;
 - S Partner Federal Department Code/Name;
 - S Treasury Fund Symbol (TFS) for the reporting entity - if more than one TFS for transactions or balances with a Federal entity, must show each TFS as a separate line item on the TSR;
 - S Dollar Amount
- For the Final FY 1999 TSR, for each Federal entity total reported on the TSR, the above data elements are required, **and the following data elements are also required:**
 - S Total per FACTS I submission;
 - S Amount of Difference between TSR amount and FACTS I amount;
 - S Explanation of any Difference between TSR amount and FACTS I amount

7. *Due Dates for Submissions*

- Cumulative TSRs and the TSR Review Checklists are due to OFPA by close of business on the following due dates:

Intra-governmental TSR	Due to OFPA
Second quarter TSR and Part I Checklist	June 14, 1999
Third quarter TSR and Part I Checklist	September 13, 1999
Fourth quarter TSR and Part II Checklist	December 13, 1999
Final FY 1999 TSR (including audit adjustments) and Part III Checklist	January 10, 2000

- Please E-mail TSRs in electronic format, preferably Excel or Lotus, and fax the TSR checklists to:

Tony Akande - OFPA
 14th & Constitution Avenue, NW
 HCHB - Room 6827
 Washington, D.C. 20230
 Phone: (202) 482-0239 Fax: (202) 482-1992
 E-mail: Banyan - Tony Akande@OFPA@OFM or
 Internet - Takande@doc.gov

- OFPA will record bureaus' submissions of the TSRs against the due dates listed above. A deadline will not be considered met if the data is not complete and accurate.

Commonly Used Proprietary SGL Accounts to be Eliminated

Standard General Ledger Account	Normal Balance
Assets 1310 Accounts Receivable 1319 Allowance for Loss on Accounts Receivable 1340 Interest, Penalty, and Administrative Fees Receivable 1349 Allowance for Loss on Interest Receivable 1410 Advances to Others 1450 Prepayments 1990 Other Assets	Debit Credit Debit Credit Debit Debit Debit
Liabilities 2110 Accounts Payable 2120 Disbursements in Transit 2130 Contract Holdbacks 2140 Accrued Interest Payable 2310 Advances from Others 2320 Deferred Credits 2400 Liability for Deposit Funds and Suspense Accounts 2920 Contingent Liabilities 2930 Liability for Borrowings to be Received 2990 Other Liabilities	Credit Credit Credit Credit Credit Credit Credit Credit Credit Credit
Revenues 5100 Revenue from Goods Sold 5200 Revenue from Services Provided 5900 Other Revenue	Credit Credit Credit
Financing Sources 5720 Financing Sources Transferred In Without Reimbursement 5730 Financing Sources Transferred Out Without Reimbursement 5790 Other Financing Sources	Credit Debit Either
Expenses 6100 Operating Expenses/ Program Costs 6500 Cost of Goods Sold 6900 Non Production Costs	Debit Debit Debit
Gains 7110 Gains on Disposition of Assets 7190 Other Gains	Credit Credit
Losses 7210 Losses on Disposition of Assets 7290 Other Losses	Debit Debit

Sample Quarterly Intra-governmental Transaction Summary Report

<Reporting Entity>

Intra-governmental Transaction Summary Report

For the Fiscal Year Ended September 30, 1999

<u>SGL A/C</u>	<u>Partner Federal Dept. Code/Name</u>	<u>TFS</u>	<u>Total</u>
<u>Accounts Receivable - A/C 1310</u>			
1310	12-Agriculture	13 0401	3,455.00
1310	13-Commerce	13 0401	72,558.24
1310	13-Commerce	13 0450	9,966.44
1310	69-Transportation	13 6540.004	5,928.57
1310	86-HUD	13 0450	254.78
Total for A/C 1310			92,163.03

Interest Receivable - A/C 1340

SAME FORMAT AS ABOVE

Advances to Others - A/C 1410

SAME FORMAT AS ABOVE

Prepayments - A/C 1450

SAME FORMAT AS ABOVE

Accounts Payable - A/C 2110

SAME FORMAT AS ABOVE

Advances from Others - A/C 2310

SAME FORMAT AS ABOVE

Other Liabilities - A/C 2990

SAME FORMAT AS ABOVE

Revenues - A/C 5100

SAME FORMAT AS ABOVE

Revenues - A/C 5200

SAME FORMAT AS ABOVE

Expenses - A/C 6100

SAME FORMAT AS ABOVE

Expenses - A/C 6500

SAME FORMAT AS ABOVE

Expenses - A/C 6900

SAME FORMAT AS ABOVE

Sample FY 1999 Final Intra-governmental Transaction Summary Report

<Reporting Entity>

Final Intra-governmental Transaction Summary Report
For the Fiscal Year Ended September 30, 1999

						Reconciliation to FACTS I	
<u>SGL A/C</u>	<u>Partner Federal Dept. Code/Name</u>	<u>TFS</u>	<u>Amount</u>	<u>Audit Adjustment</u>	<u>Total</u>	<u>Total per FACTS I</u>	<u>Difference</u> <u>Explanation/Comments</u>
<u>Accounts Receivable - A/C 1310</u>							
1310	12-Agriculture	13 0401	3,455.00		3,455.00	3,455.00	-
1310	13-Commerce	13 0401	72,558.24	22,000.00	94,558.24	94,558.24	-
1310	13-Commerce	13 0450	9,966.44		9,966.44	9,966.44	-
1310	69-Transportation	13 6540.004	5,928.57		5,928.57	5,928.57	-
1310	86-HUD	13 0450	254.78		254.78	254.78	-
Total for A/C 1310			92,163.03	22,000.00	114,163.03	114,163.03	0.00

Interest Receivable - A/C 1340

SAME FORMAT AS ABOVE

Advances to Others - A/C 1410

SAME FORMAT AS ABOVE

Prepayments - A/C 1450

SAME FORMAT AS ABOVE

Accounts Payable – A/C 2110

SAME FORMAT AS ABOVE

Accrued Interest Payable – A/C 2140

SAME FORMAT AS ABOVE

Advances from Others - A/C 2310

SAME FORMAT AS ABOVE

Other Liabilities – A/C 2990

SAME FORMAT AS ABOVE

Revenues - A/C 5100

SAME FORMAT AS ABOVE

Revenues - A/C 5200

SAME FORMAT AS ABOVE

Expenses - A/C 6100

SAME FORMAT AS ABOVE

Expenses - A/C 6500

SAME FORMAT AS ABOVE

Expenses - A/C 6900

SAME FORMAT AS ABOVE

FY 1999 Intra-governmental Transaction Summary Report (TSR) Review Checklist**Part I. Second or Third Quarter Checklist**

Entity(s): _____

Quarter (check one): Second Quarter _____ Third Quarter _____

Step	Procedure	Completed (yes/no)	Explanation (required for "No" responses)
A.	Is the TSR in the required standard format, with the SGL account numbers in order from lowest to highest? And, within each SGL account, are partner Federal Department Codes/Names presented in Federal Department Code order?	_____	
B.	Have you completely and accurately summarized intra-governmental transactions, and used the transaction totals for this TSR?	_____	
C.	Does the TSR include, for each partner Federal entity, intra-governmental transaction totals from October 1, 1998 through the ending date (March 31, 1999 or June 30, 1999) for the following categories, if applicable?	_____	
	<ul style="list-style-type: none"> - Revenues - Expenses - Gains - Losses - Financing Sources 		
D.	Have the transaction totals been reconciled to your general ledger, without any significant differences? If any significant differences, provide explanation here or on an attachment.	_____	
E.	Does the TSR have the following information for each transaction total ?	_____	
	<ul style="list-style-type: none"> - Standard General Ledger account number - Partner Federal Department Code/Name - Reporting Entity's Treasury Fund Symbol (TFS) – if there are transaction totals with a partner entity involving more than one TFS, must show each TFS and corresponding dollar amount as a separate line item on the TSR; - Dollar amount 		

Attachment C, Exhibit 4

Step	Procedure	Completed (yes/no)	Explanation (required for "No" response)
F.	For each SGL account, do the intra-Commerce transaction totals (Federal Department Code 13) reported on the TSR agree with the aggregate of your Reconciled Intra-Commerce Transaction Detail Report and your Intra-bureau Transaction Summary Report?	_____	
G.	Was the TSR submitted by the due date (June 14, 1999 – second quarter or September 13, 1999 – third quarter)?	_____	

Checklist Completed by: _____
Printed Name
Title

Signature: _____ Date: _____

**Reminder: The due date to OFPA for this checklist is the same due date as for the TSR:
June 14, 1999 for Second Quarter or September 13, 1999 for Third Quarter**

FY 1999 Intra-governmental Transaction Summary Report (TSR) Review Checklist
Part II. Fourth Quarter Checklist

Entity(s): _____

Step	Procedure	Completed (yes/no)	Explanation (required for "No" responses)
A.	Is the TSR in the required standard format, with the SGL account numbers in order from lowest to highest? And, within each SGL account, are partner Federal Department Codes/Names presented in Federal Department Code order?	_____	
B.	Have you completely and accurately summarized intra-governmental transactions and balances, and placed the transaction totals and total balances on this TSR?	_____	
C.	Does the TSR include, for each partner Federal entity a) intra-governmental transaction totals for October 1, 1998 through September 30, 1999 transactions; and b) total balances as of September 30, 1999, for the following categories, if applicable?	_____	
	<ul style="list-style-type: none"> - Assets: total balances as of September 30, 1999 - Liabilities: total balances as of September 30, 1999 - Revenues: transaction totals for FY 1999 - Expenses: transaction totals for FY 1999 - Gains: transaction totals for FY 1999 - Losses: transaction totals for FY 1999 - Financing Sources: transaction totals for FY 1999 		
D.	Have the transaction totals and total balances been reconciled to your general ledger, without any significant differences? If any significant differences, provide explanation here or on an attachment.	_____	
E.	Does the TSR have the following information for each transaction total and total balance ?	_____	
	<ul style="list-style-type: none"> - Standard General Ledger account number - Partner Federal Department Code/Name - Reporting Entity's Treasury Fund Symbol (TFS) – if there are transaction totals or total balances with a partner entity involving more than one TFS, must show each TFS and corresponding dollar amount as a separate line item on the TSR; - Dollar amount 		

Attachment C, Exhibit 5

Step	Procedure	Completed (yes/no)	Explanation (required for "No" response)
F.	For each SGL account, does the intra-Commerce transactions totals and total balances (Federal Department Code 13) reported on the TSR agree with the aggregate of your fourth quarter Reconciled Intra-Commerce Transaction Detail Report and your fourth quarter Intra-bureau Transaction Summary Report?	_____	
G.	Are the underlying intra-governmental transactions for the entire fiscal year and the September 30, 1999 asset and liability balances reported on the accrual basis?	_____	
H.	Was the TSR submitted by the due date (December 13, 1999)?	_____	

Checklist Completed by: _____
Printed Name
Title

Signature: _____ Date: _____

**Reminder: The due date to OFPA for this checklist is the same due date as for the TSR:
December 13, 1999**

FY 1999 Intra-governmental Transaction Summary Report (TSR) Review Checklist
Part III. Final FY 1999 Checklist (Includes any Audit Adjustments)

Entity(s): _____

Step	Procedure	Completed (yes/no)	Explanation (required for "No" responses)
A.	Is the TSR in the required standard format, with the SGL account numbers in order from lowest to highest? And, within each SGL account, are partner Federal Department Codes/Names presented in Federal Department Code order?	_____	
B.	Have you completely and accurately summarized intra-governmental transactions and balances, and placed the transaction totals and total balances on this TSR?	_____	
C.	Does the TSR include, for each partner Federal entity a) intra-governmental transaction totals for October 1, 1998 through September 30, 1999 transactions; b) total balances as of September 30, 1999; and c) any audit adjustments , for the following categories, if applicable?	_____	
	<ul style="list-style-type: none"> - Assets: total balances as of September 30, 1999 - Liabilities: total balances as of September 30, 1999 - Revenues: transaction totals for FY 1999 - Expenses: transaction totals for FY 1999 - Gains: transaction totals for FY 1999 - Losses: transaction totals for FY 1999 - Financing Sources: transaction totals for FY 1999 		
D.	Have the transaction totals and total balances been reconciled to your general ledger, without any significant differences? If any significant differences, provide explanation here or on an attachment.	_____	
E.	Does the TSR have the following information for each transaction total and total balance ?	_____	
	<ul style="list-style-type: none"> - Standard General Ledger account number - Partner Federal Department Code/Name - Reporting Entity's Treasury Fund Symbol (TFS) – if there are transaction totals or total balances with a partner entity involving more than one TFS, must show each TFS and corresponding dollar amount as a separate line item on the TSR; - Dollar amount 		

Step	Procedure	Completed (yes/no)	Explanation (required for "No" response)
F.	For each SGL account, does the intra-Commerce transactions totals and total balances (Federal Department Code 13) reported on the TSR agree with the aggregate of your Final FY 1999 Intra-Commerce Transaction Detail Report and your Final FY 1999 Intra-bureau Transaction Summary Report?	_____	
G.	Are the underlying intra-governmental transactions for the entire fiscal year and the September 30, 1999 asset and liability total balances reported on the accrual basis?	_____	
H.	Within each SGL account, was each transaction total or total balance reconciled to your FACTS submission?	_____	
I.	Was the TSR submitted by the due date (January 10, 2000)?	_____	

Checklist Completed by: _____
Printed Name
Title

Signature: _____ Date: _____

**Reminder: The due date to OFPA for this checklist is the same due date as for the TSR:
January 10, 2000**

TREASURY'S FEDERAL DEPARTMENT CODES

<u>Code</u>	<u>Name</u>
00	Unknown
03	Library of Congress
04	Government Printing Office
05	General Accounting Office
08	Congressional Budget Office
09	Other Legislative Branch Agencies
10	The Judiciary
11	Executive Office of the President
12	Department of Agriculture
13	Department of Commerce
14	Department of Interior
15	Department of Justice
16	Department of Labor
17	Department of the Navy
18	United States Postal Service
19	Department of State
20	Department of the Treasury
21	Department of the Army
22	Resolution Trust Corporation
23	United States Tax Court
24	Office of Personnel Management
25	National Credit Union Administration
26	Federal Retirement Thrift Investment Board
27	Federal Communications Commission
28	Social Security Administration
29	Federal Trade Commission
31	U.S. Nuclear Regulatory Commission
33	Smithsonian Institution
34	International Trade Commission
36	Department of Veterans Affairs
41	Merit Systems Protection Board
42	Pennsylvania Avenue Development Corporation
45	U.S. Equal Employment Opportunity Commission
46	Appalachian Regional Commission
47	General Services Administration
48	Independent Agencies
49	National Science Foundation
50	Securities and Exchange Commission
51	Federal Deposit Insurance Corporation
54	Federal Labor Relations Authority
55	Advisory Commission on Intergovernmental Relations
56	Central Intelligence Agency
57	Department of the Air Force

TREASURY'S FEDERAL DEPARTMENT CODES

<u>Code</u>	<u>Name</u>
58	Federal Emergency Management Agency
59	National Foundation on the Arts and the Humanities
60	Railroad Retirement Board
61	Consumer Product Safety Commission
62	Office of Special Counsel
63	National Labor Relations Board
64	Tennessee Valley Authority
65	Federal Maritime Commission
67	United States Information Agency
68	Environmental Protection Agency
69	Department of Transportation
71	Overseas Private Investment Corporation
72	Agency for International Development
73	Small Business Administration
74	American Battle Monuments Commission
75	Department of Health and Human Services
76	Independent Agencies
78	Farm Credit
80	National Aeronautics and Space Administration
83	Export-Import Bank of the United States
84	Armed Forces Retirement Home
86	Department of Housing and Urban Development
88	National Archives and Records Administration
89	Department of Energy
90	Selective Service System
91	Department of Education
93	Federal Mediation and Conciliation Service
94	Arms Control and Disarmament Agency
95	Independent Agencies
96	U.S. Army Corps of Engineers
97	Office of the Secretary of Defense - Defense Agencies